

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST**KAMPALA****2. AGENCY****USAID****3a. POSITION NO.**

65732518A

3b. SUBJECT TO IDENTICAL POSITIONS?☐

Yes

☒

No

Agencies may show the number of such positions authorized and/or established:

4. REASON FOR SUBMISSION☒ a. Reclassification of duties: This position replaces

Position No.: 65732518A Title: PMS (Dep. HIV/AIDS Team Lead) Series: 4005 Grade: FSN-11

☐ b. New Position☐ c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	USAID Project Management Specialist (HIV/AIDS), FSN-4005	FSN-12		
b. Other:				
c. Proposed by Initiating Office:	PMS/Deputy HIV/AIDS Team Leader, FSN-4005	FSN-12		

6. POST TITLE POSITION (if different from official title)

Deputy HIV/AIDS Team Leader

7. NAME OF EMPLOYEE**8. OFFICE/SECTION:**
Health & HIV/AIDS

a. First Subdivision: HIV/AIDS Unit

b. Second Subdivision:

c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION**9.** This is a complete and accurate description of the duties and responsibilities of my position.**10.** This is a complete and accurate description of the duties and responsibilities of this position.Typed Name and Signature of EMPLOYEE
Date
(mm-dd-yy)Typed Name and Signature of SUPERVISOR
Date
(mm-dd-yy)**11.** This is a complete and accurate description of the duties and responsibilities of this position. **There is a valid management need for this position.****12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**Typed Name and Signature of SECTION CHIEF or
AGENCY HEAD
Date
(mm-dd-yy)Typed Name and Signature of Executive Officer
Date
(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent of this position serves as a Senior Officer and Deputy of the HIV/AIDS Team Leader within USAID/Uganda Development Objective 3; Improved Health and Nutrition Status in focus areas and Population Groups (DO3). DO3 is the largest Development Objective in USAID/Uganda, with 40 staff and an annual budget of \$210 million. The health and HIV/AIDS Office is divided into four sub-teams – HIV/AIDS, Health Systems Strengthening, Family Health, Malaria/ Emerging Pandemic Threats, plus a Program Support Unit. This position is in the HIV/AIDS sub-team. The HIV/AIDS sub-team is staffed by one USDH PHN Officer (Unit Leader), one expatriate Third Country National (TCN) and 7 Foreign Service Nationals, 5 of which are technical staff. The HIV/AIDS sub-team plans to hire an additional one FSN staff, one US PSC in the next 6 months. With the largest portfolio in the Mission, representing approximately 57% of the Mission's FY14 budget, the HIV/AIDS sub-team requires one deputy position to support the team leader in managing and providing technical direction to this \$154.4 million, technically complex, cross-cutting portfolio. The incumbent serves as the team's senior advisor on HIV/AIDS issues and provides leadership in identifying opportunities for USG engagement in HIV/AIDS prevention, care and treatment programming. He/she is will take a lead role in identifying ways for effective collaboration and coordination with the Government of Uganda and other development partners. He/she will work across DO3 and other offices in the mission to support a coordinated, strategic approach to HIV programming. He/she serves as Acting Team Leader during the absence of the HIV/AIDS team leader, including attendance and participation in DO, Mission and external stakeholder meetings. The incumbent will have at least eight years of progressively responsible experience in the field of HIV/AIDS; 5 years in USAID project management experience; and extensive knowledge of the host country development and HIV/AIDS dynamics. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HIV/AIDS programs and activities in USAID/Uganda's portfolio.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Strategic planning serves as the foundation to the Mission's HIV/AIDS response and sound management serves as the cornerstone to ensuring that strategic and technical choices and directions are aligned to the PEPFAR guidance, DO3 goals and objectives as well as the National Strategic Plan. The incumbent provides strategic, technical and organizational leadership oversight in the areas of HIV/AIDS prevention, care and treatment, and serves as the Acting Team Leader in the absence of the USDH PHN Unit Leader. The Deputy HIV/AIDS Team Leader is responsible for supporting and working in a collaborative management structure, facilitating an HIV/AIDS portfolio that is smart, connected and results-oriented. The Deputy serves as a key expert in developing new HIV/AIDS programs. He/she closely collaborates with GOU officials, consultants, the private sector, other donors and stakeholders in the development and implementation of initiatives, writing requests for proposals/applications, statements and scopes of work. This senior position ensures that the HIV/AIDS office has the necessary management and technical expertise and clout to successfully support this dynamic portfolio. He/she shall ensure that staff are effectively oriented, trained and are undertaking project and financial management responsibilities in ways that maximize efficiency, effectiveness and results. The Deputy will also maintain a small technical portfolio and provide strategic guidance, program monitoring and support to selected USAID implementing partners. The specific day-to-day roles of the Deputy include:

1. Strategic and Technical Leadership

30%

- Provides senior/high level technical advice to Mission and the Ministry of Health in the areas of HIV/AIDS and participating in strategic decision making, budget allocations, and project design and management.
- Develops and implements a strategic approach to HIV/AIDS prevention, care and treatment in collaboration with other team members, USAID support and technical teams as appropriate.
- Responsible for technical input into the Mission's strategic planning and reporting for PEPFAR and other Presidential and Central initiatives.
- Facilitates efficient integration of activities across USAID's DO3 portfolio and the Mission at large.
- Engages, alongside the HIV/AIDS Team Leader, in HIV/AIDS Donor Meetings and other Advisory Committees to advise, comment, and participate in strategic decisions affecting the HIV/AIDS response in Uganda.
- Engages in HIV/AIDS strategic planning with MOH, other donors and partners, including regular participation in the national level HIV/AIDS technical working groups and related committees as well as participating in periodic Joint AIDS reviews.

- Represents the U.S. Government in multilateral coordination efforts such as the Global Fund for AIDS, Tuberculosis and Malaria, including giving technical and strategic advice, and input to Global Fund Concept Notes, proposals and review processes.
- Provides strategic direction and technical input to key USAID governmental and non-governmental partners on their HIV/AIDS strategies, work plans, monitoring and evaluations.
- Participates as a senior USAID/Uganda representative in national level technical, programmatic and policy meetings and consultations related to HIV/AIDS including meetings with potential partners, local conferences, working groups, launches and occasional international events.
- Provides leadership and backstopping the HIV/AIDS Team leader in his/her absence.
- Drafts talking points, assisting with high level visits (e.g. Congressional, political appointees, senior representatives from US Government) and developing/updating briefing materials as it relates to HIV/AIDS activities.
- Other technical and representational duties as assigned.

2. Project Planning, Management, Monitoring and Evaluation

25%

The Deputy serves as the Mission's source of technical and organizational leadership on the design, implementation, monitoring and evaluation of HIV/AIDS programs. S/he ensures that HIV/AIDS activities achieve their intended results. The Deputy:

i. Technical and project management

- Analytically assesses the HIV/AIDS portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitates design of new projects or activities necessary to achieve strategic objectives.
- Participates or takes the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
- Ensures that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes support supervision and guidance to other technical and support staff in the HIV/AIDS office as necessary.
- Participates in routine USAID/Uganda implementing partners meetings to discuss technical and programmatic direction of the HIV/AIDS program.
- Maintains a technical portfolio as Contracting Officer's Representative (COR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to FMO as required.
- Identifies opportunities and strengthens existing opportunities for integration of HIV/AIDS with health, economic growth and governance activities, and other areas of the Mission as appropriate.
- Technically advises and makes recommendations on the need for short-term technical assistance from USAID/Washington central projects and writes the technical components of the scope of work for the consultants.
- Prepares reports and responses to USAID/Washington requests for information.

ii. Monitoring and Evaluation

- In collaboration with the Monitoring and Evaluation Advisor, the Deputy manages the HIV/AIDS analytical agenda for national HIV/AIDS surveys such as the UHIA and other studies.
- In collaboration with the Monitoring and Evaluation Advisor and HIV/AIDS office staff, the Deputy initiates and coordinates targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.

3. Financial Management**25%**

- Supports the HIV/AIDS Team Leader to monitor the \$154.4 million HIV/AIDS annual budget and works in collaboration with the assigned Financial Analyst to ensure that budgets are up to date, reprogramming is completed, and budgetary changes well documented and approved by Health and HIV/AIDS Office Director and HIV/AIDS Team Leader.
- Ensures that DO3 Technical Working Group members are appropriately informed of their COP budget ceilings and coordinates with other DO3 teams to confirm budget appropriations for projects with multiple funding sources.
- Works with the Program Office and the Financial Officer and the Office of Acquisition and Assistance to help track HIV/AIDS activities in areas of annual funding amounts, field support, MAARDS, and management units.
- Leads budget allocation discussions for USAID/Uganda HIV/AIDS funds and makes recommendations to the Team Leader and Office Director.
- Monitors the HIV/AIDS budget through quarterly accruals and pipeline analyses and actively participates in Mission portfolio and pipeline reviews.

4. Supervision, Coaching/Mentoring and Staff Support**20%**

- Supervises up to three technical FSNs which includes developing annual work objectives, mentoring, facilitating professional development, completing annual performance reviews and providing performance feedback.
- Works with HIV/AIDS office staff to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training with approval of the HIV/AIDS Team Leader and Health and HIV/AIDS Office Director.
- Coaches, mentors and supports HIV/AIDS team members in carrying out their duties.
- May mentor US Direct Hire Foreign Service Officers as needed.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** Master's Degree in a field relevant to development assistance such as Social Sciences, Social Work, Public Health, Organizational Development, Public or Business Administration and International Development. Other relevant training or certification to augment university degrees and work experience.
- Prior Work Experience:** At least eight (8) years of progressively responsible, professional experience in HIV/AIDS with USAID and/or other multi-lateral or bi-lateral organizations. At least 5 years of experience developing and managing large scale (>\$30 million) health/HIV/AIDS projects. Demonstrated experience in partner coordination and relationship management required. Demonstrated knowledge in supporting a comprehensive approach to HIV/AIDS including strategic planning, monitoring and reporting in the areas of systems strengthening and service delivery.
- Post Entry Training:** Contracting Officer's Representative (COR) acquisition and assistance, Programming Foreign Assistance, Project Design and Management, Supervision Training, Leadership training, other online and on-the-job training as relevant are required. Computer Skills: Basic Proficiency in Microsoft Word, Excel, PowerPoint, and web-based database systems.
- Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Minimum of level 4 – fluency in English (written and oral) language is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately. The incumbent must be able to draft reports, correspondence, briefings and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines.
- Job Knowledge:** In-depth knowledge of the Government of Uganda's multi-sectoral HIV/AIDS approach, and the National HIV/AIDS Strategic Plan is required. This includes deep understanding of the strategies and modalities of development partner contributions to the development of Uganda's HIV/AIDS response, as well as knowledge of the opportunities and constraints to Uganda's HIV/AIDS and overall health sector growth, and the roles of the public and private sector.

Thorough knowledge of Uganda's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS in Uganda, including current trends and directions.

The incumbent must exercise considerable degree of specialized knowledge and experience to be applied in identifying and analyzing complex issues related to programs. The incumbent is expected to have an in-depth understanding of US Government foreign assistance to Uganda and familiarity with central aspects of U.S. Government policy in Uganda.

The incumbent is required to understand and appreciate the US Government Mission's strategic direction, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of US Government foreign assistance to Uganda.

The incumbent must have specific knowledge of partnership building with corporate and/or government partners. Sound knowledge of the way USAID conducts business, including budgeting and programming and procurement procedures is essential. The incumbent is required to understand the objectives, methodology and status of USAID/Uganda's programs and projects.

- f. **Skills and Abilities:** This position requires superb communication and analytical skills, commitment to transparency and teamwork, and an outstanding ability to exercise sound and independent judgment, discretion and patience on a daily basis. This position further requires flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise. In addition, the incumbent will exercise considerable judgment in dealing with senior and mid-level partners in other USG agencies, GOU, donors, local organizations and implementing partners. More specifically, the incumbent is required to:

1) Work effectively in teams.

- Ability to participate in and/or lead internal and external teams
- Ability to respond professionally and adjust priorities in often fluid, changing, and challenging situations
- Ability to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise
- Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals
- Ability to work in and appreciate a culturally diverse environment. The incumbent must be able to provide information and advice with detachment and objectivity, and orient, coach and mentor fellow Ugandan and U.S. personnel, as described in the duties. The incumbent must be able to appreciate and effectively work in a culturally diverse office and able to translate local customs and culture to American counterparts and senior staff as necessary.

2) Communicate effectively.

- The incumbent must be able to communicate information in transparent, accurate, concise and meaningful oral and written forms
- The incumbent must be able to appropriately present USAID/Uganda's programs and priorities to a wide range of outside parties including senior corporate representatives, senior Ugandan officials up to the Commissioner, Director and Minister level; USAID senior management, and others
- The incumbent is required to develop sustainable good working relationships within the US Government Mission including USAID, CDC, State Department, Department of Defense, and Peace Corps. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Uganda counterparts is a must.
- The incumbent must possess the ability to positively appraise staff, write annual performance evaluations and set mutually agreed-upon and achievable work objectives for staff that he/she supervises.

3) Achieve results.

- Independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects. Such skills are essential to meet deadlines and to ensure that activities go smoothly, particularly in the event of competing priorities and/or time pressures
- Excellent analytical, technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents

4) Be flexible and versatile.

- The incumbent must possess the ability to remain calm in a fast moving work environment. The incumbent must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.
- The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions.

5) Have excellent computer skills.

- These include Microsoft Office, web-based databases, and electronic filing, including the ability to help others and the ability to learn new programs quickly.

16. POSITION ELEMENTS

- a. **Supervision Received:** The Deputy will receive broad policy guidance and technical instruction from and will be supervised by the USAID HIV/AIDS Team Leader. The incumbent exercises considerable latitude in carrying out the duties of the position and is routinely provided with broad guidance and direction. Assignments are primarily in terms of program objectives and desired results. Accomplishments are evaluated for conformance with policy and accomplishment of USAID/Uganda objectives. The incumbent is required to keep the supervisor updated through copying on relevant correspondence, periodic status reports and verbal briefings, and support supervision.
- b. **Supervision Exercised:** The Deputy will supervise up to three technical staff. He/she also maintains overall oversight on all staff in the HIV/AIDS office, ensuring that they receive sufficient orientation, training and guidance to optimize opportunities for integration, efficiency and results. He/she may be assigned to mentor US Direct Hire Foreign Service staff as needed.
- c. **Available Guidelines:** The Deputy is required to master US Government and Agency-specific policies and procedures related to partnership development and must often recommend decisions in areas in which clear written guidance is not immediately available. The incumbent shall use host country laws, USAID Automated Directive System (ADS) on project implementation, contracting and policy and other regulations. The ADS is supplemented by Mission Orders governing policy, procedures and regulations, the FSN handbook, mission organogram and position descriptions. Guidance is also available from the Office of the Global AIDS Coordinator, which directs the Emergency Plan and oversees the multi-year Strategic Plan in Uganda.
- d. **Exercise of Judgment:** The Deputy will exercise considerable judgment and initiative, taking initiative to help set strategic directions, determine technical priorities, and decide on programming for the HIV/AIDS office. In instances not clearly covered by written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Considerable judgment is required in priority setting, project design, funding allocation, monitoring, and human resource management, including appraisals to ensure that USAID processes are adhered to, and that the Team Leader is sufficiently informed on all important elements of the portfolio. The incumbent must be attuned to political and other sensitivities and must exercise judgment to consult supervisors and the team with issues as they arise. S/he must have the ability to maintain strict confidentiality relating to all areas of USAID/Uganda matters as/when appropriate.

Diplomatic judgment and tact is required for human resource management as well as in working with mid and senior level officials of the host government. The use of initiative, discretion and patience is expected when dealing with Mission personnel, other U.S. government personnel as well as representatives from public and private corporations and other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will be expected to use judgment in deciding between alternatives and in interpreting, adopting, and possibly recommending new ways and techniques for alliance development. The incumbent advises and presents options to Mission Senior management on complex and high profile issues.

- e. **Authority to Make Commitments:** The incumbent will neither have the authority to commit funds on behalf of the U.S. Government, nor the authority to make legal determinations that could bind the U.S. Government. However, the incumbent's analysis and recommendations for USAID/Uganda action are given considerable weight when Mission policy decisions are made.

- f. **Nature, Level, and Purpose of Contacts:** The nature of the contacts will often involve complex issues which significantly impact the direction of the USAID/Uganda portfolio. The contact will be frequent and often on an independent basis.

The Deputy must have the ability to establish and maintain effective working relationships with all levels of staff in the Mission, including the Embassy and other US Government agencies. Contacts are maintained with all levels of Mission staff.

The Deputy must also have an extensive range of contacts with the HIV/AIDS, health and social development sectors including senior government technical and managerial staff, Heads of Agencies, development partners, senior officials from the civil society and the private sector.

Contacts are with middle and upper level officials in both the public and private sector - primarily contacts are at the level of Permanent Secretaries, Directors General, Directors, Commissioners, and Assistant Commissions in the relevant Ministries, high ranking officials in parastatals (i.e. General Managers), and similar rank in the private and donor communities.

The purpose of the contacts is related to project implementation and to obtain and interpret information relevant to program activities, to develop and/or clarify strategy or activity designs and to identify problems requiring resolution among USAID, technical assistance and training providers, and Ugandan counterparts and other donors.

While representing USAID HIV/AIDS Office, the incumbent exercises high degree of diplomatic and negotiations skills at technical international meetings and may make state-of-the-art presentations about innovative programs, lessons learned and best practices.

For advocacy purposes, the incumbent may be required to explain USAID's vision and priorities at the Minister, Permanent Secretary/Director General (senior) level.

At donor coordination meetings, the incumbent represents and interacts with heads of donor and multilateral agencies.

At regional and international meetings, the incumbent interacts with USAID/Washington senior officers and CORs. The incumbent must be able to host and interact with high level U.S.-based and other delegations including conducting briefings, arranging site visits and other interactive events.

- g. **Time Expected to Reach Full Performance Level:** 52 weeks; 40 hours/5 days per week.